

Licensing Process for Adult Day Care:

1. Submit application, fee, and Policy and Procedure Manual to the Office of Licensing. Office management will assign a licensor. The Policy and Procedure Manual must address the specifics of how the program will comply with the Adult Day Care Rules (R501-13). The manual must be reviewed and approved by the assigned licensor.
2. Submit Office of Licensing Background Screening Application forms on all employees 18 years or older who will have direct access to clients (Adult only Substance Abuse programs are exempt from this). An Office of Licensing background screen must be completed annually.
3. Prepare the following documents:
 - List of governing Board Members
 - Organizational Chart
 - Fire Inspection
 - Business License
 - Health Inspection
4. Licensor will contact you to complete a site inspection